

CTLTC Committee Bylaws

I. Name: Classroom Teaching and Learning with Technology Committee (CTLTC)

II. Purpose: The Tidewater Community College Classroom Teaching, Learning, and Technology Committee (CTLTC) brings together faculty, staff, and students in order to make informed decisions, sustain collaborative change, and develop better strategies for using technology to improve teaching and learning in the face-to-face environment. The CTLTC serves in an advisory capacity to The Vice President for Academic Affairs/Chief Academic Officer on a regular basis, e.g., on faculty development initiatives, internal grants programs, and budgets that affect resources and/or support services available to improve teaching and learning with technology.

III. Mission:

The CTLTC is a governing body which brings together the voices of faculty, staff and students from each TCC campus. The forum advises the Vice President for Academic Affairs/Chief Academic Officer and sustains the collaborative change needed to improve teaching and learning opportunities through the use of technology in the classroom.

IV. Membership:

Members are elected to serve a 2-year term

- A. One teaching faculty members elected from each campus
- B. One adjunct faculty
- C. One counselor elected college-wide
- D. One librarian elected college-wide
- E. One representative from OIS, elected college-wide
- F. One Educational Accessibility or Testing Center representative, elected college-wide
- G. One representative from Learning Technologies elected college-wide
- H. One student appointed by the SGA Federation
- J. Associate Vice President, Learning Technologies
- K. This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has representation on the committee, considering appointments from centers as well.

V. Voting:

- A. All members of the CTLTC may vote. Members must be listed on the current membership list.
- B. All Committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present. In the case of time-sensitive action items when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on the virtual vote will be binding provided the number of votes received constitutes a quorum.

VI. Election of Officers:

- A. CTLTC officers will be elected by members.
- B. Elections of officers will be held by May 1.
- C. On June 1 of each year, the CTLTC officers shall begin their one-year term.

- D. The chair may serve up to two consecutive one-year terms if elected by the committee members.

VII. Officers:

A. The Chair shall:

1. Call regular meetings
2. Create an agenda for each meeting
3. Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting
4. Preside over CTLTC meetings
5. Attend PAPC meetings
6. Provide reports, including a mid-year (January) and end-of-year (May) report, to the PAPC in accordance with the Governance Timeline
7. Provide the Vice President of Academic and Student Affairs with reports and recommendations in a timely manner
8. Verify on a monthly basis, with the help of the recorder, that web postings are accurate and up-to-date
9. Report upcoming openings on the committee to the President's Advisory and Planning Council chair by February 15.
10. Submit a complete roster of members for the upcoming year to the President's Advisory and Planning Council by April 15
11. Report the chair-elect for the each academic year to the President's Advisory and Planning Council by May 1.
12. Meet with the Vice President of Academic and Student Affairs upon appointment, between the time the charges are given and the next meeting, and after the end-of-year report is submitted.
13. Attend the Administrator's Work Day (August) session as the CTLTC representative
14. Report relevant information to CTLTC members from the President's Advisory and Planning Council
15. Keep an updated record of actions in process and completed by the CTLTC during the chair's term
16. Review the previous year's minutes before August 1, and add all unfinished business to the agenda of first meeting of the academic year.
17. Upon end of a Chair's term, he or she will provide the incoming chair with a current copy of the CTLTC bylaws and all meeting minutes from the previous year, and all reports submitted to the PAPC.

B. The Recorder shall:

1. Perform the duties of the Chair and appoint someone to take notes in the Chair's absence
2. Take accurate minutes (including attendance records) of each committee meeting
3. Submit draft of minutes from the previous month to committee chair no less than 10 days prior to the meetings
4. Ensure and verify electronic posting of approved minutes
5. Arrange meeting space for all regular CTLTC meetings
6. Track membership rotation and report to the committee chair before March 1
7. Perform other official duties in consultation with the chair
8. Organize the elections for officers for the upcoming year.

VIII. Meetings:

- A. The CTLTC will meet monthly at a day and time when the most members are able to attend between September and May unless otherwise specified.
- B. Meetings will rotate campuses each month.
- C. All meetings are open. If, for any reason, the committee feels the need for a closed meeting, the committee chair will give written notice of the request and the justification for the closed meeting to the vice President of Academics and Student Affairs at least three weeks prior to the proposed meeting. The administrator should inform the committee chair of his or her decision at least one week prior to the proposed meeting.
- D. Special or summer meetings will be held on an as needed basis with no less than two weeks' notification.
- E. A simple majority of the currently elected and appointed membership shall constitute a quorum.
- F. All meetings will be held face-to-face, but have an option to attend virtually.

G. Governance Committee Chair Responsibilities

The Chair shall ensure that in the preparation of each meeting Agenda, there shall be included as an Agenda item the review, consideration and response to drop-box submissions submitted to the Committee.

The Chair shall ensure that drop-box items are considered and responded to during each meeting. The Chair shall ensure that by the 25th of each month wherein the Committee has met, the secretary has prepared and submitted to the Office of Institutional Effectiveness a meeting summary that summarizes the meeting activities and includes the actions taken to consider and respond to the drop box submissions.

H. Governance Committee Secretary Responsibilities

The Secretary shall ensure that in the preparation of each meeting Agenda, there shall be included as an Agenda item the review, consideration and response to drop-box submissions submitted to the Committee.

Each month wherein the Committee has met, the secretary will prepare a summary of the meeting activities that includes the consideration and response to drop-box submissions and shall provide that "meeting summary" to the Office of Institutional Effectiveness by the 25th of said month.

IX. Attendance:

- A. The chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings per academic year.
- B. Represented groups may send designees as representatives only after notifying the chair in writing
- C. Proxy voting is not permitted.

X. Subcommittees:

- A. Standing Committees shall be created and officially charged by the CTLTC to address specific, ongoing issues. All standing committees must propose a set of bylaws to be approved by the committee within 1 year upon being constituted.
- B. Ad Hoc committees: These may be established on an as needed basis by a vote of the CTLTC.

XI. Amendments:

These bylaws may be amended by a majority vote of the committee members. The chair must disseminate to members copies of the proposed amendment and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

XII. The CTLTC as part of the general function of the TCC Governance Structure

- A. The CTLTC recognizes that its bylaws must be in accordance with the Governance Structure.
- B. The CTLTC will review its bylaws every even year.